



PARK INTERNATIONAL

"LETTERS OF CREDIT"

Phone: 724-512-0110

Fax: 724-512-0114

E-mail: info@parkinternational.org

CUSTOMER WORKSHEET

From
(Company Name):

Name of Overnight Courier:

Contact:

Courier Account No.:

Phone Number:

Fax Number:

E-Mail:

Note - Please send this worksheet and all original documents including original L/C and any amendments to Park International. A copy of L/C and commercial invoice must be faxed to the forwarder along with a copy of this completed worksheet.

Forwarder Name:

Location:

Date Goods Given to Forwarder:

Contact:

Phone Number:

Fax Number:

E-Mail:

Notes or special instructions:

**ATTENTION
FORWARDER:** 

Park International Prepares ALL Banking Documents for shipper. Fax proof copy of transport document (AWB, B/L, FCR) and/or Insurance Certificate, if required, before the originals are issued so we may approve. *(Do not prepare Certificate of Origin)* If legalization is required, do not send documents to the consulate - call Park International. Fax for correction/approval of any L/C document.

If This Is A Sight Draft Shipment:

Please consign to International Bank/Notify Buyer. Send air waybill/bill of lading to Park International after approval.

If This is a Letter of Credit Shipment:

Please consign airway bill/bill of lading per letter of credit (Also prepare Insurance Certificate, if required). Send the air waybill/bill of lading (and insurance certificate, if required) to Park International after approval. We are happy to provide masters/examples, if requested.

Please send required document(s) via overnight courier *using shipper's account number* given above to:

PARK INTERNATIONAL
102 WOODHAVEN COURT
ALIQUPPA, PA 15001
ATTN: DOUG COTTON
PHONE: (724) 512-0110
FAX: (724) 512-0114